

# MB eer Guide



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UNIVERSITY OF  
SOUTH FLORIDA

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Handwritten musical notation on a staff, including notes, rests, and dynamic markings like 'f' and 'T'.

Handwritten musical notation on a staff, including notes, rests, and dynamic markings like 'f' and 'T'.

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Handwritten musical notation on a staff, including notes, rests, and dynamic markings like 'f' and 'T'.

Handwritten signature or name on a musical staff.

Handwritten musical notation on a staff, including notes, rests, and dynamic markings like 'f' and 'T'.



## Step 1: Conduct a Self-Assessment

### What do you need to know?

#### **Values and Priorities**

What do you value in a career? Do you want to work for a large corporation, a small business, or a government agency? Do you want to work in a fast-paced environment or a more relaxed one? Do you want to work in a field that is constantly changing or one that is more stable?

#### **Strengths and Weaknesses**

What are your strengths? What are your weaknesses? Do you have any skills that are in high demand in your field? Do you have any areas where you need to improve?

#### **Career Expectations**

What do you expect from your career? Do you want to start your own business? Do you want to work for a large corporation? Do you want to work in a field that is constantly changing?

#### **Activities and Interaction**

What activities do you enjoy? Do you enjoy working with people? Do you enjoy working with numbers? Do you enjoy working with your hands?

#### **Career Goals and Objectives**

What are your career goals? Do you want to become a manager? Do you want to become an executive? Do you want to become a specialist in your field? Do you want to become an entrepreneur? Do you want to become a consultant?

#### Where do you find this information?

Do you have any mentors? Do you have any role models? Do you have any contacts in your field? Do you have any resources that can help you? Do you have any information that can help you?

## Step 2: Research Fields, Firms

Do you have any ideas for fields or firms? Do you have any interests? Do you have any preferences? Do you have any requirements?

Do you have any questions? Do you have any concerns? Do you have any doubts? Do you have any fears?







# Rocky D. Bull

1. 33620  
(13) 74-0000

## Professional Profile

Professional Profile text describing skills and experience.

## Education

Education text listing degrees and institutions.

## Experience

Experience text listing job titles and dates.

## Computer Skills

Computer Skills text listing software and proficiency.



**Rocky D. Bull**

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**Skills Summary**

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**Professional Experience**

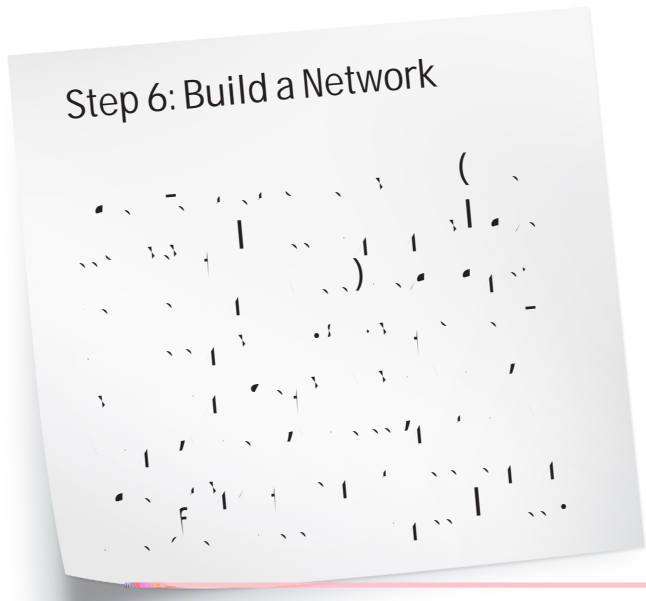




## Step 6: Network and Identify Contacts

0% of students who do not network find a job within 30 days of graduation. 10% of students who do network find a job within 30 days of graduation.

### Build A Network



Networking is a key skill for finding a job. It involves building relationships with people who can help you find a job. Networking can be done in many ways, including attending networking events, joining professional organizations, using LinkedIn, reaching out to alumni, contacting professors, asking for informational interviews, using your school's career center, connecting with your classmates, using your family and friends, attending industry conferences, volunteering, using your school's alumni network, attending guest lectures, using your school's career fairs, attending seminars, using your school's career advisors, attending workshops, using your school's career website, attending guest speakers, and using your school's career resources.

### Tips for Networking Events

Here are some tips for networking events:

- Be prepared: Research the event and the people you will be meeting.
- Be confident: Don't be afraid to introduce yourself.
- Be a good listener: Listen to what the other person has to say.
- Be genuine: Don't be too salesy.
- Be helpful: Offer to help the other person if you can.
- Be professional: Dress appropriately and be on time.
- Be persistent: Don't give up if you don't get a job offer right away.
- Be organized: Keep track of the people you meet and the information you gather.
- Be proactive: Reach out to the people you meet after the event.
- Be positive: Don't let a rejection discourage you.
- Be patient: It may take some time to find a job.

## Step 7: Strengthen Interview Skills

Interviewing is a key skill for finding a job. It involves talking to a potential employer to learn more about the job and to show them that you are qualified for the job. Interviewing can be done in many ways, including in-person interviews, phone interviews, and video interviews. Here are some tips for strengthening your interview skills:

- Research the company: Find out as much as you can about the company, its products, and its culture.
- Prepare for the interview: Think of questions you can ask the interviewer and practice answering common interview questions.
- Dress appropriately: Dress in a professional and clean manner.
- Be on time: Arrive at the interview on time.
- Be confident: Don't be afraid to talk to the interviewer.
- Be a good listener: Listen to what the interviewer has to say.
- Be genuine: Don't be too salesy.
- Be helpful: Offer to help the interviewer if you can.
- Be professional: Don't drink alcohol or use drugs before the interview.
- Be persistent: Don't give up if you don't get a job offer right away.
- Be organized: Keep track of the companies you interview and the information you gather.
- Be proactive: Reach out to the companies you interview after the interview.
- Be positive: Don't let a rejection discourage you.
- Be patient: It may take some time to find a job.

## Typical Interview Questions

1. Tell me about yourself.
2. Why do you want to work for our company?
3. How do you think you will contribute to our organization?
4. What are your strengths and weaknesses?
5. Do you have any questions for me?

## Sample Behavioral Interview Questions

1. Tell me about a time when you had to work with a difficult team member.
2. Describe a situation where you had to take initiative.
3. How do you handle stress and pressure?
4. Tell me about a time when you had to solve a complex problem.
5. Describe a time when you had to lead a team.
6. How do you handle conflict?
7. Tell me about a time when you had to meet a tight deadline.
8. Describe a time when you had to make a difficult decision.
9. How do you handle change?
10. Tell me about a time when you had to work under a tight budget.

## After the Interview

After the interview, it's important to follow up with the interviewer. This shows your interest in the position and the company. You should send a thank-you note within 24 hours of the interview. In your note, express your appreciation for the interviewer's time and the opportunity to meet with them. You should also reiterate your interest in the position and the company. Finally, you should ask the interviewer if there is anything else you can do to help with the hiring process.

It's also important to reflect on the interview. Think about the questions you were asked and how you answered them. This will help you identify areas where you need to improve. You should also think about the interviewer's feedback. If you were given any feedback, it's important to take it seriously and use it to improve yourself.

Finally, you should keep in touch with the interviewer. If you don't hear from them within a few days, it's okay to reach out to them. You can ask them if they have any updates on the hiring process. This shows your continued interest in the position.

## Start by looking at the salary:

When you are offered a job, it's important to look at the salary. This is because the salary is one of the most important factors in your decision to accept or decline the offer. You should compare the salary to the market rate for the position. You should also consider the benefits package and the overall compensation package.

If you are offered a salary that is lower than the market rate, you should negotiate. You can do this by explaining to the employer why you deserve a higher salary. You can mention your skills, experience, and the market rate. You should also be prepared to walk away if the employer is not willing to negotiate.

• **Research the company:** Visit the company's website, read news articles, and look for information about the company's culture, values, and recent news.

• **Research the industry:** Understand the industry's trends, challenges, and opportunities.

• **Research the location:** Consider the cost of living, climate, and quality of life in the area.

• **Research the role:** Understand the day-to-day responsibilities and requirements of the position.

• **Research the salary:** Use salary comparison websites to determine if the offer is competitive.

• **Research the benefits:** Understand the value of the company's benefits package.

• **Research the company's reputation:** Look for reviews from current and former employees.

**Consider Intangibles:**

• **Company Culture:** Does the company's culture align with your values?

• **Work-Life Balance:** Does the company offer a flexible work schedule?

• **Professional Development:** Does the company offer training and development opportunities?

• **Team Dynamics:** Do you feel you will fit in with the team?

• **Supervisor:** Do you have any information about your potential supervisor?

• **Location:** Do you like the location of the office?

• **Benefits:** Do you value the company's benefits package?

• **Company Size:** Do you prefer working for a large or small company?

• **Industry:** Do you enjoy working in this industry?

• **Company Reputation:** Does the company have a good reputation?

• **Work Environment:** Do you prefer a structured or a more relaxed work environment?

**Evaluate the Position:**

• **Job Description:** Does the job description match your skills and interests?

• **Responsibilities:** Are the responsibilities of the position challenging and meaningful?

• **Salary:** Is the salary competitive for the role and location?

• **Benefits:** Do the benefits meet your needs?

• **Work Schedule:** Is the work schedule manageable?

• **Career Growth:** Does the position offer opportunities for advancement?

• **Company Size:** Does the company size align with your preferences?

• **Industry:** Is the industry growing and stable?

• **Company Reputation:** Does the company have a strong reputation?

• **Work Environment:** Does the work environment suit your preferences?

**Negotiate the Offer:**

• **Prepare your counteroffer:** Determine what you would like to negotiate.

• **Communicate your counteroffer:** Present your counteroffer to the employer.

• **Be flexible:** Be open to compromise.

• **Know your walk-away point:** Determine the minimum offer you would accept.

• **Be professional:** Maintain a professional and respectful tone throughout the negotiation process.

• **Get it in writing:** Once an agreement is reached, get the offer letter in writing.

• **Be patient:** Negotiations can take time, so be patient.

• **Don't over-negotiate:** Don't spend too much time negotiating.

• **Be confident:** Believe in your worth and the value you bring to the company.

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